

**JOB CLASSIFICATION
AND
COMPENSATION PLAN**

**COPPER MOUNTAIN CONSOLIDATED
METROPOLITAN DISTRICT**

February 27, 2009

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**JOB CLASSIFICATION
AND
COMPENSATION PLAN
COPPER MOUNTAIN CONSOLIDATED
METROPOLITAN DISTRICT**

SECTION 1.0

INTRODUCTION

- 1.10 DISCLAIMER
The policies, procedures, plans, and other matters contained in this Job Classification and Compensation Plan do not represent and shall not be construed to vest any employee of the District with any rights arising from any express or implied contract of employment.
- 1.20 EFFECTIVE DATE
The Effective Date of this Employee Policy Handbook is February 27, 2009.
- 1.30 PURPOSE AND SCOPE
- 1.31 This Job Classification and Compensation Plan is designed and intended to provide a method of compensating employees based on the complexity, quantity and quality of work performed. The system is developed as a means to provide equity in the District's method of determining compensation; to increase worker productivity; to provide compensation that is competitive in the labor market; and to provide management a means to measure and reward excellent job performance.
- 1.32 A Job Classification system is a method of organizing all District jobs into groups or classes of jobs on the basis of each job position's relative level of duty, responsibility, educational requirements, job skills and experience requirements, and relative value to the organization and operation of the District.
- 1.33 A Compensation Plan is a method of establishing compensation guidelines in order to compensate each employee on an equitable basis relative to each job's level of duty, responsibility, educational requirements, job skills and experience requirements, and relative value in the public service labor market. Appendix A is the Job Classification and Compensation Schedule for all District job positions. Appendix B is the Organizational Structure of the District. Appendix C is a compilation of the current Job Descriptions for each employment position with the District. Appendix D is the District's Uniform Employee Performance Evaluation Procedures.
- 1.34 Appointing Authorities are authorized to formulate and implement supplemental job descriptions for each job position within their department or for jobs lying under their supervision. Employees must abide by the provisions of their job description contained herein (Appendix C) and the provisions of any applicable supplemental job description on file with their Appointing Authority.

SECTION 2.0

DETERMINATION OF EMPLOYEE COMPENSATION

2.10 DETERMINATION OF PAY LEVELS

2.11 Each job with the Copper Mountain Consolidated Metropolitan District is classified under a Job Classification and Compensation Schedule as shown in Appendix A of the District's Job Classification and Compensation Plan. The classified compensation range for any given job position can be identified by referencing the appropriate Job Classification (as specified in each Job Description) in the Compensation Schedule. The District's Job Classification and Compensation Plan shall be administered as outlined below on an annual basis, and the entire Classification and Compensation Plan shall reviewed and modified, as necessary to maintain a proper relationship between the various District jobs.

If an employee's job function changes significantly – including when an employee is required to upgrade job related State certifications – the District Manager shall re-evaluate the employee's job situation and decide whether or not the job description and classification should be modified, or changed; or the employee should be assigned a new job title, description, and classification. In arriving at this decision, the District Manager shall be guided by the degree of change in the employee's level of job responsibilities, the complexity of new job skills and duties, and the value of new job required functions relative to other job positions with the District. The District Manager shall strive to render a decision that is fair and equitable to both the subject employee and the other employees of the District in order to maintain a proper and just relationship between the various District jobs. The Manager's decision is subject to review and approval by the District Board.

2.12 The ENTRY COMP is the minimum compensation an employee should be paid at the time of hire into a job position, excepting that a lower compensation rate may be established, in accordance with the provisions of Section 2.22, if the new hire needs additional training or certifications to fully comply with the Minimum Qualifications of the job position.

The ENTRY COMP amount is annually adjusted for inflation by 50% of the annual percentage change, as published by the U. S. Department of Labor, Bureau of Labor Statistics, in the Consumer Price Index for all urban consumers (CPI-U) in the Denver-Boulder area for July (published in August) of the then current calendar year, multiplied times the then current ENTRY COMP amount multiplied times each job classification's specified COLA FACTOR. The product thereof is added to the then current ENTRY COMP amount for each respective job classification to determine the new ENTRY COMP amount. In any year wherein there is a decrease in the CPI-U for the Denver-Boulder area, the percent change in the CPI-U for purposes herein shall be deemed to be 0%; however, the percentage decrease in the CPI-U shall be accounted for against the next year(s) wherein the CPI-U shows an increase, individually or collectively, that equals or exceeds the percentage decrease of a prior year.

2.13 The MAXIMUM COMP column is calculated, annually, on the basis of the maximum compensation paid for the District Clerk-Treasurer's position (which is equated with the State's specified salary for the Summit County Clerk and Recorder) as adjusted annually for inflation. Adjustments to the MAXIMUM COMP column are calculated as follows:

- a. In any calendar year when a salary modification for the Summit County Clerk and Recorder, as authorized by the State, becomes effective in Summit County, the statutory annual amount shall be inserted into the District Clerk-Treasurer Classification in the MAXIMUM COMP column; and the maximum annual base compensation for all job positions classified above and below the Clerk-Treasurer Classification shall be calculated such that the Maximum Comp amount specified for each job classification is adjusted by the same percentage increase as the Clerk-Treasurer Classification is adjusted multiplied times the then current MAXIMUM COMP amount multiplied times each classification's specified COLA FACTOR. The product thereof is added to the then current MAXIMUM COMP amount for each respective job classification to determine the new MAXIMUM COMP; or
- b. In any calendar year when there is no effective adjustment of the statutory salary for the Summit County's Clerk and Recorder, the MAXIMUM COMP amount specified for each job position in the Compensation Schedule shall be adjusted by 50% of the annual percentage change, published by the U. S. Department of Labor, Bureau of Labor Statistics, in the Consumer Price Index for all urban consumers (CPI-U) in the Denver-Boulder area for July (published in August) of the then current calendar year, multiplied times the then current MAXIMUM COMP amount multiplied times each position's specified COLA FACTOR. The product thereof is added to the then current MAXIMUM COMP amount for each respective job classification to determine the new MAXIMUM COMP amount. In any year wherein

there is a decrease in the CPI-U for the Denver-Boulder area, the percent change in the CPI-U for purposes herein shall be deemed to be 0%; however, the percentage decrease in the CPI-U shall be accounted for against the next year(s) wherein the CPI-U shows an increase, individually or collectively, that equals or exceeds the percentage decrease of a prior year.

2.14 All adjustments to ENTRY COMP and MAXIMUM COMP levels made pursuant to the provisions of this Section 2.10 are strictly subject to approval by the District Board of Directors based upon the District's current and future financial condition; other current and future expenditures and financial obligations of the District; and the Board's assessment of the District's ability to meet current and future obligations of the District. The District Board retains the right and duty to adjust the District's Compensation Schedule in any way necessary, in the sole opinion of the Board, to best meet the needs of the District, including, but not limited to, reducing or increasing the compensation levels specified in the Job Classification and Compensation Plan.

2.20 STARTING COMPENSATION

2.21 The Appointing Authority shall negotiate starting compensation for all new hires, excepting that the starting compensation shall neither be less than the ENTRY COMP amount nor greater than the MAXIMUM COMP amount specified for any job classification being filled, excepting that compensation less than the specified ENTRY COMP amount may be established for new hires needing additional training to be fully qualified for their job position. The starting compensation shall be fixed for the duration of the employee's introductory employment period, and the new hire shall be eligible for an adjustment in compensation only after the employee has worked a minimum of 1040 hours for regular 40 hour per week employees, or 1460 hours for regular 56 hour per week employees, in the employ of the District.

2.22 The Appointing Authority may negotiate, based upon the qualifications and experience of the new hire, to compensate a new hire having exceptional training, experience, education, or skills which are necessary and strictly pertinent to the performance of job position duties. The final negotiated starting compensation amount shall be strictly subject to final approval by the District Manager or the District Board, as appropriate. As a general guideline, training and experience that exceeds the minimum qualifications of the job position may be compensated for in accordance with the following schedules:

EDUCATION AND TRAINING EXCEEDING MINIMUM REQUIREMENTS

- i. Training Certifications, not greater than 1% of ENTRY COMP
- ii. Medical Certifications
 - a. EMT-I Certification, not greater than 1% of ENTRY COMP
 - b. EMT-P Certification, not greater than 2% of ENTRY COMP
- iii. Utility Operator Licensing
 - a. Class C, not greater than 1% of ENTRY COMP
 - b. Class B, not greater than 2% of ENTRY COMP
 - c. Class A, not greater than 4% of ENTRY COMP
- iv. Associate's Degree, in a field of study directly related to job duties, not greater than 2% of ENTRY
- iv. Bachelor's Degree, in a field of study directly related to job duties, not greater than 4% of ENTRY
- v. Master's Degree, in a field of study directly related to job duties, not greater than 8% of ENTRY

WORK EXPERIENCE EXCEEDING MINIMUM REQUIREMENTS

- i. Volunteer Work does not qualify for additional starting compensation
- ii. Job Related Work, not greater than the calculated percentage derived by multiplying 1% times the number of years of work related experience divided by the minimum number of years of work related experience specified for the subject job position.

If a new hire is entitled to starting compensation which is not awarded at the time of hire, the new hire may be awarded such additional compensation the following budget year. Said employee shall be entitled to MERIT ADJUSTMENTS based upon the provisions of Section 3.0 in the Job Classification and Compensation Plan.

If a job related certification is not kept current; the certification becomes irrelevant to an employee's job duties; and/or the certification becomes invalid, an employee's compensation may be adjusted downwards in accordance with the above schedule. If a new hire requires additional training or certification to meet the minimum qualifications of the job position, the hiring authority shall reduce the starting compensation, in accordance with the above schedule, to not less than 95% of the ENTRY COMP specified for the position

and the new hire shall be eligible to receive 100% of ENTRY COMP upon successful completion of the required training or certification.

2.30 COST-OF-LIVING ADJUSTMENTS

2.31 The District Board shall consider granting a Cost-of-Living Adjustment (COLA), to be effective the following fiscal year, during the District's annual budgeting cycle. In determining this COLA amount, the Board will give consideration to the following:

- a. Annual changes in the Consumer Price Index for all urban consumers (CPI-U) in the Denver area; and
- b. The District's ability to pay.

Absent any of the above reasons to otherwise modify the COLA, the COLA shall be calculated at 50% of the annual percentage change in the CPI-U for the Denver-Boulder area as published by the U. S. Department of Labor, Bureau of Labor Statistics, in July of the then current calendar year. In any year wherein there is a decrease in the CPI-U for the Denver-Boulder area, the percent change in the CPI-U for purposes herein shall be deemed to be 0%; however, the percentage decrease in the CPI-U shall be accounted for against the next year(s) wherein the CPI-U shows an increase, individually or collectively, that equals or exceeds the percentage decrease of a prior year.

2.32 If the Board grants a COLA for employee compensation, or the COLA is automatically adjusted pursuant to Section 2.31, above, each 40 hour per week employee who has worked a minimum of 1040 hours or each 56 hour per week employee who has worked a minimum of 1460 hours in the employ of the District since their last pay adjustment, or assignment, shall be entitled to have their annual compensation adjusted by the product calculated by multiplying the ENTRY COMP specified for the employee's respective job classification times the Board approved COLA multiplied times the appropriate COLA-FACTOR.

2.33 In order to be eligible for a COST-OF-LIVING ADJUSTMENT, an employee must secure a TOTAL JOB PERFORMANCE EVALUATION SCORE of at least 0 points.

2.40 MERIT ADJUSTMENTS

2.41 The District Board shall consider the granting of MERIT ADJUSTMENTS, subject to the District's ability to pay (to be effective the following fiscal year) during the District's annual budgeting cycle. If MERIT ADJUSTMENTS are to be allowed, regular 40 hour per week employees who have worked at least 1040 hours and regular 56 hour per week employees who have worked at least 1460 hours in the employ of the District since their last pay adjustment or assignment, shall be entitled to a MERIT ADJUSTMENT in accordance with the District's Employee Performance Evaluation Procedures (See Appendix D, attached hereto) and Section 3.0 of the Job Classification and Compensation Plan.

2.42 An employee is entitled to a MERIT ADJUSTMENT, including all certification, education, training, and work goal awards, not to exceed 6% of the employee's then current annual base compensation provided that the Board may limit the MERIT ADJUSTMENT based upon the District's ability to pay. If an employee is entitled to a higher MERIT ADJUSTMENT in any one year than is granted, the MERIT ADJUSTMENT amount not granted may be awarded the following budget year.

2.43 An Employee Performance Evaluation Form shall be completed for each employee who meets or exceeds a minimum standard of having worked 1040 hours (40 hour per week employees) or 1460 hours (56 hour per week employees) in the employ of the District since their last compensation adjustment or assignment.

2.44 Each employee entitled to a MERIT ADJUSTMENT shall have their annual base compensation adjusted by the product calculated by multiplying the then current ENTRY COMP amount specified for the employee's respective job classification times the MERIT AWARD documented in the employee's Performance Evaluation. The MERIT ADJUSTMENT is added to the employee's then current base compensation. If the MERIT AWARD for an employee is less zero, such employee shall suffer a reduction in base compensation equal to the amount calculated as specified herein.

2.50 DETERMINATION OF BASE COMPENSATION

To determine an employee's base compensation for a subsequent budget year, add together any approved COST OF LIVING ADJUSTMENT and MERIT ADJUSTMENT, if applicable, with the employee's then current base compensation. An employee's base compensation cannot exceed the MAXIMUM COMP amount specified for the employee's job position in the Job Classification and Compensation Plan.

2.60 BONUS MERIT COMPENSATION

2.61 No employee shall receive base compensation that exceeds the specified MAXIMUM COMP amount for their job classification. If an employee warrants a merit increase and the employee's current compensation plus COST OF LIVING ADJUSTMENT plus MERIT ADJUSTMENT will exceed the employee's respective MAXIMUM COMP amount, the employee may be granted BONUS MERIT COMPENSATION. To be granted BONUS MERIT COMPENSATION, an employee's job performance evaluation must warrant a merit increase pursuant to Section 2.40 above. If BONUS MERIT COMPENSATION is granted, the employee's total compensation shall equal the sum of the employee's then current base compensation plus MERIT ADJUSTMENT plus COST OF LIVING ADJUSTMENT. Compensation paid in excess of the specified MAXIMUM COMP amount for any job position shall not increase the employee's base compensation for the purposes of calculating the value of sell-back or employment separation pay for accrued Paid Time Off. If an employee's job performance evaluation does not warrant a Merit Adjustment, then such BONUS MERIT COMPENSATION shall not be granted.

2.62 In addition to the Bonus Merit Compensation provided for above, the Appointing Authority may recommend employees for a lump sum Bonus, payable in any fiscal year, to recognize outstanding performance that is of significant value to the District and exceptional in relationship to the employee's normal job duties and obligations. Such Bonus moneys shall be subject to approval by the District Manager or District Board, as appropriate, prior to payment.

2.70 COMPENSATION FOR PROMOTIONS AND TEMPORARY ASSIGNMENTS

If an employee is promoted into a higher job classification or is assigned to fulfill the duties of a higher job classification, such employee shall be compensated as follows:

- i. If the employee is promoted into a full time position at a higher job classification, the employee's starting compensation shall not be less than the ENTRY COMP specified for the higher job classification or 105% of the employee's current compensation, whichever is greater, subject to starting wage negotiations pursuant to Section 2.20 above.
- ii If the employee is assigned to fulfill the job duties of a higher job classification for consecutive payroll periods exceeding 200 work hours for 40 hour per week employees or 280 hours for 56 hour per week employees, such employee shall receive compensation equal to 105% of the employee's current compensation for the duration of the temporary assignment.

SECTION 3.0

PERFORMANCE EVALUATIONS

3.10 EVALUATION PROCESS

3.11 Beginning in June of each year, in preparation of the annual budgeting process, the Appointing Authorities shall cause each employee under their supervision to be evaluated as to their job performance over the past year. In evaluating each employee's job performance, each Appointing Authority shall prepare an Employee Performance Evaluation Reporting Form in accordance with the procedures outlined in Appendix D for each such employee they supervise; the Appointing Authority shall meet with each supervised employee and review and discuss their respective evaluation; and the Appointing Authority shall forward a copy of the evaluation to the District Manager for review and consideration. Appointing Authorities may require self-evaluation forms from each employee working under their supervision, but the Appointing Authority must ultimately prepare an evaluation form for each employee that reflects the Appointing Authority's evaluation of each supervised employee for submittal to the District Manager. Each Appointing Authority shall also prepare a self-evaluation using the Employee Performance Evaluation Reporting Form, and each Appointing Authority shall forward a copy of their self-evaluation to the District Manager for review and consideration. All evaluation forms shall be submitted to the District Manager on or before the end of September of each year.

3.12 Each Appointing Authority is authorized to develop their own performance evaluation form for use within their department; however, evaluations for each employee in their department must be transferred to Employee Performance Evaluation forms, provided by the District Manager's office, for reporting performance evaluation scores to the District Manager.

3.13 The District Manager shall review the Employee Performance Evaluation of each employee working under the supervision of an Appointing Authority with each respective Appointing Authority to assure a uniform evaluation standard throughout the District organization. Once finalized with the Appointing Authority, the District Manager shall file copies of the evaluations in each employee's respective personnel file and provide copies to the appropriate Appointing Authority for distribution to each subject employee.

3.14 The District Manager shall meet with each Appointing Authority, individually, for the purpose of reviewing, discussing, critiquing, and finalizing his performance evaluation of each Appointing Authority. Once finalized, the District Manager shall file copies of the performance evaluations in the personnel file of each respective Appointing Authority and provide a copy of the same to each Appointing Authority.

3.15 The District Manager shall utilize the final Merit Award for each employee of the District in putting together a proposed budget for the Board's further consideration, modification, and approval.

3.20 MERIT AWARD

3.21 Each employee's TOTAL JOB PERFORMANCE EVALUATION SCORE is calculated by adding together the individual performance scores for the applicable JOB PERFORMANCE CATEGORIES used in each employee's evaluation.

The employee's AVERAGE JOB PERFORMANCE EVALUATION SCORE is calculated by dividing the TOTAL JOB PERFORMANCE EVALUATION SCORE by the NUMBER OF JOB PERFORMANCE CATEGORIES used in completing each employee's performance evaluation. The JOB PERFORMANCE AWARD is calculated by multiplying the AVERAGE JOB PERFORMANCE EVALUATION SCORE by a MERIT FACTOR of 3% and recording the mathematical result as a percentage figure.

3.22 The District recognizes that employees who seek additional education and training related to their job duties increase such employees' value and productivity in the delivery of community services. As such, the award of additional compensation for successfully attaining additional education and training shall be governed by the EDUCATION AND TRAINING guidelines specified in Section 2.22. Each Employee's GOAL ATTAINMENT AWARD is calculated by multiplying the subject employee's AVERAGE PERFORMANCE EVALUATION SCORE times the final AUTHORIZED PERCENTAGE VALUE specified for each respective category of education, training, and certification as specified in the employee's most recent EMPLOYEE PERFORMANCE EVALUATION REPORT. The final AUTHORIZED PERCENTAGE VALUE shall be determined by the Appointing Authority based upon the employee's educational or training performance (e.g., if the employee's performance is less than expected in terms of time to complete, course grade, or motivation to succeed, the full AUTHORIZED PERCENTAGE VALUE should not be awarded). The mathematical result is recorded as a percentage figure. For an employee to be

eligible to receive a GOAL ATTAINMENT AWARD, the employee must secure a TOTAL EMPLOYEE PERFORMANCE EVALUATION SCORE of at least 0 points. If the employee secures a TOTAL PERFORMANCE EVALUATION SCORE of less than 0 points, the TOTAL GOAL ATTAINMENT AWARD is 0 points.

The District recognizes that employees who take on and successfully complete special work assignments, which are of significant value to the District, constitute work activities that lie beyond the employee's normal work activities, and authorized in the preceding year's EMPLOYEE PERFORMANCE EVALUATION REPORT, are deserving of additional compensation for the benefit they provided to the interests of the District. If the special work assignment effects additional on-going job duties and responsibilities for the employee, the employee's base compensation should be increased by a GOAL ATTAINMENT AWARD not greater than the product calculated by multiplying 1% times the employee's AVERAGE PERFORMANCE EVALUATION SCORE. The final AUTHORIZED PERCENTAGE VALUE shall be determined by the Appointing Authority based upon the employee's performance in completing the special work assignment (e.g., if the employee's performance is less than expected in terms of time to complete the assignment, or in terms of the quality of the work product is less than the Appointing Authority's expectation, the full AUTHORIZED PERCENTAGE VALUE should not be awarded). The mathematical result is recorded as a percentage figure. If the special work assignment does not effect additional on-going job duties and responsibilities for the employee beyond the duration of the work assignment, the employee should be considered for a lump sum bonus compensation pursuant to Section 2.62 herein.

The TOTAL GOAL ATTAINMENT AWARD is calculated by adding together the GOAL ATTAINMENT AWARD for each Job Goal established in the employee's prior year's performance evaluation. The mathematical result is recorded as a percentage figure.

- 3.23 The MERIT AWARD is calculated by adding together the JOB PERFORMANCE AWARD and the TOTAL GOAL ATTAINMENT AWARD. The monetary value of the MERIT AWARD (i.e., the MERIT ADJUSTMENT) is calculated by multiplying the MERIT AWARD times the ENTRY COMP for the employee's job classification as specified in the JOB CLASSIFICATION AND COMPENSATION SCHEDULE for the budget year during which the JOB GOAL was assigned.

APPENDIX A

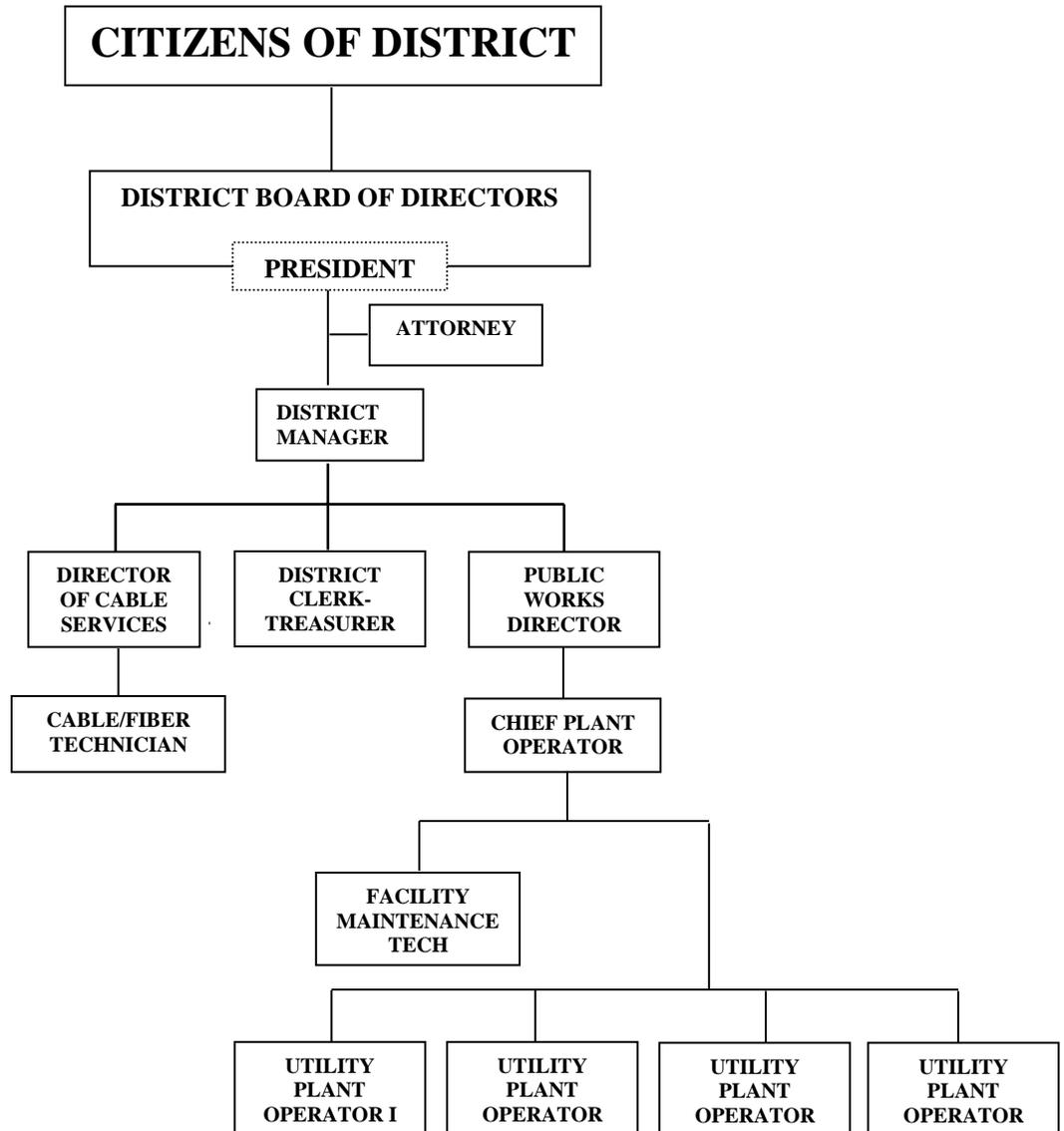
2018 CMCMD JOB CLASSIFICATION AND COMPENSATION SCHEDULE

Job Title	2018		
	Range Minimum	Range Midpoint	Range Maximum
Utility Plant Operator-in-Training	\$37,900	\$45,500	\$53,100
Maintenance Tech-in-Training	\$37,900	\$45,500	\$53,100
Cable/Fiber Technician	\$40,500	\$48,550	\$56,600
Maintenance Tech I	\$40,500	\$48,550	\$56,600
Utility Plant Operator I	\$43,500	\$52,200	\$60,900
Maintenance Tech II	\$46,100	\$56,500	\$66,900
Utility Plant Operator II	\$54,200	\$67,800	\$81,400
Director of Cable Services	\$60,200	\$75,300	\$90,400
District Clerk-Treasurer	\$60,200	\$75,300	\$90,400
Waterworks Chief Plant Operator	\$67,800	\$84,700	\$101,600
Public Works Director	\$82,800	\$103,500	\$124,200
District Manager	\$93,700	\$119,500	\$145,300

Notes: Annual Compensation is based on 2080 hours paid per year

If a part time employee or employees are needed for work during the year, a fair hourly rate will be determined by the District Manager based upon the scope of work to be performed.

**APPENDIX B
ORGANIZATIONAL STRUCTURE
COPPER MOUNTAIN CONSOLIDATED
METROPOLITAN DISTRICT**



APPENDIX C

**JOB DESCRIPTIONS FOR THE
COPPER MOUNTAIN CONSOLIDATED
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PUBLIC WORKS DIRECTOR..... C-11

UTILITY PLANT OPERATOR C-12

JOB DESCRIPTION

POSITION TITLE: ADMINISTRATIVE ASSISTANT

JOB CLASSIFICATION: ADMINISTRATIVE ASSISTANT

FLSA CLASSIFICATION: FLSA NON-EXEMPT

SUPERVISOR: DEPARTMENT HEAD AS ASSIGNED

SUPERVISORY RESPONSIBILITIES: NONE

DUTIES:

- ** Performs tasks, as assigned by the supervising Department Head, requiring knowledge and skills necessary to implement policies and procedures related to the administration of the department. Uses independent judgment in the conduct of assigned job duties, including the resolution of job related problems.
- ** Performs as the sole secretary for the assigned department.
- ** Serves as the initial point of public contact for the assigned department.
- ** Acts as an informational resource for the assigned department.
- ** May handle critical, complex, or sensitive departmental and/or public information issues with proper discretion.
- ** Other Duties and Responsibilities: Carries out other duties and responsibilities as assigned, including those duties specified in detailed job descriptions on file in the Fire Department, or as necessary or incidental for the proper performance of job duties.

MINIMUM QUALIFICATIONS:

- ** Must possess a high school diploma or equivalent.
- ** Must possess a valid Colorado Drivers License, or attain the same within 30 days of employment.
- ** Must demonstrate proficiency and job knowledge in administrative, computer, and clerical skills, procedures, and practices as necessary to the proper performance of job duties and assignments
- ** Must demonstrate job knowledge, proficient job skills, and effective work habits as necessary to the proper performance of job duties, responsibilities, and assignments, including but not limited to the ability to: exercise good judgment; identify and correct workplace problems; foster "team" cooperation in others; learn and apply new knowledge and skills in the workplace; effectively supervise and lead others as necessary to attain workplace goals; plan and organize one's work and workplace to be orderly and safe; be reliable, productive, innovative, and self motivated as necessary to work effectively without close supervision; demonstrate good verbal and written communication skills; attend and be responsive to workplace needs and goals; produce quality work products that are in good order, accurate, and thorough in content and effect; and effectively perform one's work assignments within departmental and budgetary directives.
- ** Must demonstrate personal behavioral characteristics which are conducive to establishing and maintaining harmonious and effective working relationships with others, including, but not limited to the ability: to: adapt to changing workplace conditions; work cooperatively with others; treat others with respect; present an appearance in dress, hygiene, look, and behavior that is appropriate to one's job position, duties, and responsibilities; demonstrate emotional stability in dealing with others; and demonstrate a high standard of personal integrity in all workplace relationships.
- ** Must meet other training, educational, and work experience requirements as specified in the Job Announcement, detailed job descriptions on file in the assigned department, and supplemental information provided during the selection and hiring process.

JOB DESCRIPTION

POSITION TITLE: CABLE TECHNICIAN

JOB CLASSIFICATION: CABLE TECHNICIAN

FLSA CLASSIFICATION: FLSA NON-EXEMPT

SUPERVISOR: DIRECTOR OF CABLE SERVICES

SUPERVISORY RESPONSIBILITIES: NONE

DUTIES:

- ** Quality Control: properly operates, troubleshoots, maintains, and repairs cable television infrastructure and operations to assure quality reception of cable television services to the point of delivery and to minimize service problems that terminate, disrupt, degrade, or otherwise interfere with the delivery of quality cable television services to customers within the District. Provides cable line locates to identify and protect underground facilities from damage due to excavation activities. Conducts, documents, and files annual FCC Leakage Test reports and performs other work in compliance with FCC rules and regulations.
- ** Maintenance: maintains all departmental equipment, tools, records, inventories, facilities and properties, as necessary for proper administration and operation of the department. Responsible for 24/7 response services to correct problems in the cable television system.
- ** Installation: installs new and extended service lines to new and existing customers. Reviews new construction plans for developments within the District to implement District Rules and Regulations governing the installation of new cable service infrastructure and to protect existing infrastructure from damage.
- ** Training: takes reasonable advantage of additional training, education, and industry seminars as necessary to remain current with technology and methods for maintaining cable television services.
- ** Other Duties and Responsibilities: carries out other duties and responsibilities as assigned, or as necessary or incidental to the performance of job duties and the proper management of the Cable Television Department.

MINIMUM QUALIFICATIONS:

- ** High school diploma, GED Certificate, or equivalent, together with technical training and certifications necessary to the proper operation, maintenance, and repair of the District's cable infrastructure, and at least 3 years of relevant work experience related to the technical operations of a cable television system, or an equivalent combination of training and work experience.
- ** Must possess a valid Colorado Driver License, or the ability to obtain a Colorado Driver License within 30 days from the date of employment, and a good driving record.
- ** Must demonstrate job knowledge, proficient job skills, and effective work habits as necessary to the proper performance of job duties, responsibilities, and assignments, including but not limited to the ability to: exercise good judgment; identify and correct workplace problems; foster "team" cooperation in others; learn and apply new knowledge and skills in the workplace; effectively supervise and lead others as necessary to attain workplace goals; plan and organize one's work and workplace to be orderly and safe; be reliable, productive, innovative, and self motivated as necessary to work effectively without close supervision; demonstrate good verbal and written communication skills; attend and be responsive to workplace needs and goals; produce quality work products that are in good order, accurate, and thorough in content and effect; and effectively perform one's work assignments within departmental and budgetary directives.
- ** Must demonstrate personal behavioral characteristics which are conducive to establishing and maintaining harmonious and effective working relationships with others, including, but not limited to the ability: to adapt to changing workplace conditions; work cooperatively with others; treat others with respect; present an appearance in dress, hygiene, look, and behavior that is appropriate to one's job position, duties, and responsibilities; demonstrate emotional stability in dealing with others; and demonstrate a high standard of personal integrity in all workplace relationships.
- ** Ability to access all properties and buildings in the District for purposes of inspecting, repairing, maintaining, and replacing cable television system components; to climb in and out of trenches, crawl spaces, basements, attics, and other confined work areas; and to climb ladders, stairs, and uneven terrain.
- ** Must meet other training, educational, and work experience requirements as specified in the Job Announcement, detailed job descriptions on file in the Cable Television Department, and supplemental information provided during the selection and hiring process.

JOB DESCRIPTION

POSITION TITLE: CHIEF PLANT OPERATOR

JOB CLASSIFICATION: CHIEF PLANT OPERATOR

FLSA CLASSIFICATION: FLSA NON-EXEMPT

SUPERVISOR: PUBLIC WORKS DIRECTOR

SUPERVISORY RESPONSIBILITIES: SUPERVISES DEPARTMENTAL OPERATIONS AND EMPLOYEES IN THE ABSENCE OF THE PUBLIC WORKS DIRECTOR.

DUTIES:

- ** Acts as an assistant to the Public Works Director and carries out the duties and responsibilities assigned by the Director. In the absence of the Public Works Director, the Utility Plant Supervisor shall be in charge of the department and shall be responsible for all equipment, personnel, properties, operations, and activities of the department until the Public Works Director returns.
- ** Responsible for all phases of the operation, maintenance repair and security of the wastewater treatment plant and collection system or the water diversion, treatment and distribution systems. Monitors, operates, maintains, repairs, and installs various parts, facilities, and other aspects of the District's water diversions, treatment, and distribution system or the District's wastewater collection and treatment system in accordance with local, state, and federal regulations. Oversees work to connect or disconnect service lines affecting the systems and to record meter readings. Responds to plant malfunctions and emergency situations and processes.
- ** Assign work task and supervise the activities of subordinate employees. Instructs and trains subordinate plant personnel in proper plant operations, procedures, processes, and safety. Makes recommendations to the Public Works Director relative to the hiring, evaluation, discipline and termination of subordinate plant personnel.
- ** Responsible for the preparation, interpretation, and maintenance of a variety of plant records and reports relative to plant operations, including monthly reports for the Public Works Director, the Colorado Department of Health and Environment, and the US EPA.. Represents the District with local, state, and federal agencies.
- ** Other Duties and Responsibilities: carries out other duties and responsibilities as assigned, including those duties specified in detailed job descriptions on file in the Water and Sanitation Department, or as necessary or incidental to the performance of job duties.

MINIMUM QUALIFICATIONS:

- ** Bachelor's Degree in an appropriate field of science or engineering plus at least three years of relevant experience in the operation and maintenance of water and/or wastewater treatment plants, or an equivalent combination of training and work experience. Ability to acquire necessary water and/or wastewater certifications within one year from the date of hire.
- ** Considerable knowledge of the principles and practices of water treatment and distribution systems and/or wastewater treatment and collection systems, including their construction, maintenance, repair and operation, including a working knowledge of chemistry, laboratory, and control testing procedures. Must possess, or must acquire within one year of employment, a valid Colorado Treatment Plant Operator License, Level A, in both water and wastewater.
- ** Must possess a valid Colorado Driver License, or the ability to obtain a Colorado Driver License within 30 days from the date of employment, and a good driving record.
- ** Must demonstrate job knowledge, proficient job skills, and effective work habits as necessary to the proper performance of job duties, responsibilities, and assignments, including but not limited to the ability to: exercise good judgment; identify and correct workplace problems; foster "team" cooperation in others; learn and apply new knowledge and skills in the workplace; effectively supervise and lead others as necessary to attain workplace goals; plan and organize one's work and workplace to be orderly and safe; be reliable, productive, innovative, and self motivated as necessary to work effectively without close supervision; demonstrate good verbal and written communication skills; attend and be responsive to workplace needs and goals; produce quality work products that are in good order, accurate, and thorough in content and effect; and effectively perform one's work assignments within departmental and budgetary directives.
- ** Must demonstrate personal behavioral characteristics which are conducive to establishing and maintaining harmonious and effective working relationships with others, including, but not limited to the ability: to: adapt to changing workplace conditions; work cooperatively with others; treat others with respect; present an appearance in dress, hygiene, look, and behavior that is appropriate to one's job position, duties, and responsibilities; demonstrate emotional stability in dealing with others; and demonstrate a high standard of personal integrity in all workplace relationships.
- ** Ability to access all properties, buildings, and facilities of the District; to access and operate trucks, graders, loaders, backhoes, and other equipment; and to climb in and out of trenches, manholes, and other confined work areas; to climb ladders, stairs, and uneven terrain; and to lift, maneuver, and transport up to 70 pound loads.
- ** Must meet other training, educational, and work experience requirements as specified in the Job Announcement, detailed job descriptions on file in the Water and Sanitation Department, and supplemental information provided during the selection and hiring process.

JOB DESCRIPTION

POSITION TITLE: CUSTODIAN

JOB CLASSIFICATION: CUSTODIAN

FLSA CLASSIFICATION: FLSA NON-EXEMPT

SUPERVISOR: PUBLIC WORKS DIRECTOR

SUPERVISORY RESPONSIBILITIES: NONE

DUTIES:

- ** Responsible for the daily cleaning and care of all public use areas on the first floor of the Administrative Building including, but not limited to, the Community Room; entry way doors, windows, and spaces; hallways; restrooms; and kitchen.
- ** Responsible for the weekly cleaning and care of administrative offices, including the Machine Room.
- ** Responsible for the daily removal and disposal of wastepaper and other trash from the public and administrative office areas situated on the first floor of the Administrative Building.
- ** All work shall be done in a professional and quality manner as necessary to produce a neat, tidy, clean, and attractive appearance and condition of all public and administrative office work areas prior to the beginning of the following business day.
- ** All work shall be conducted in a manner and at times so as not to interfere with the conduct of public business or public/private uses of the Community Room and/or Kitchen facilities.
- ** Other Duties and Responsibilities: carries out other duties and responsibilities as assigned, or as necessary or incidental to the performance of job duties and the proper care of the first floor of the Administrative Building.

MINIMUM QUALIFICATIONS:

- ** High school diploma, GED Certificate, or equivalent, together with technical training necessary to the proper cleaning and care of the District's properties, and at least 1 year of relevant work experience related to the custodial care of building facilities, or an equivalent combination of training and work experience.
- ** Must possess a valid Colorado Driver License, or the ability to obtain a Colorado Driver License within 30 days from the date of employment.
- ** Must demonstrate job knowledge, proficient job skills, and effective work habits as necessary to the proper performance of job duties, responsibilities, and assignments, including but not limited to the ability to: exercise good judgment; identify and correct workplace problems; foster "team" cooperation in others; learn and apply new knowledge and skills in the workplace; effectively supervise and lead others as necessary to attain workplace goals; plan and organize one's work and workplace to be orderly and safe; be reliable, productive, innovative, and self motivated as necessary to work effectively without close supervision; demonstrate good verbal and written communication skills; attend and be responsive to workplace needs and goals; produce quality work products that are in good order, accurate, and thorough in content and effect; and effectively perform one's work assignments within departmental and budgetary directives.
- ** Must demonstrate personal behavioral characteristics which are conducive to establishing and maintaining harmonious and effective working relationships with others, including, but not limited to the ability: to: adapt to changing workplace conditions; work cooperatively with others; treat others with respect; present an appearance in dress, hygiene, look, and behavior that is appropriate to one's job position, duties, and responsibilities; demonstrate emotional stability in dealing with others; and demonstrate a high standard of personal integrity in all workplace relationships.
- ** Ability to access all properties and buildings in the District for the purpose of inspecting, cleaning, and caring for District properties; to climb in and out of crawl spaces, basements, attics, and other confined work areas; and to climb ladders, stairs, and uneven terrain.
- ** Must meet other training, educational, and work experience requirements as specified in the Job Announcement, detailed job descriptions on file in the Administrative Office, or supplemental information provided during the selection and hiring process.

JOB DESCRIPTION

POSITION TITLE: DIRECTOR OF CABLE SERVICES

JOB CLASSIFICATION: DIRECTOR OF CABLE SERVICES

FLSA CLASSIFICATION: FLSA EXEMPT

SUPERVISOR: DISTRICT MANAGER

SUPERVISORY RESPONSIBILITIES: SUBORDINATE EMPLOYEES OF THE DEPARTMENT

DUTIES:

- ** Director of the Cable Television Department: manages and is responsible for all operations of the District's Cable Television Department, including all activities, facilities, equipment, vehicles, and employees of the department.
- ** Management: performs all duties, keeps all records, and has such powers as are necessary for the proper management and operation of the Cable Television Department, including responsibility for monitoring, evaluating, acquiring and delivering channel offerings and services to be provided via the District's cable television system; comprehensive planning for system upgrades to provide high quality cable signals that meet or exceed customer expectations.
- ** Administration: administers contracts the District has with other service providers for high speed internet services, DMX audio services, local access channel programming, television signal acquisition, supplemental labor, and technical and professional services necessary to the construction, operation, maintenance, or repair of system facilities, infrastructure, or equipment.
- ** Quality Control: properly operates, troubleshoots, maintains, and repairs cable television infrastructure and operations to assure quality reception of cable television services to the point of delivery and to minimize service problems that terminate, disrupt, degrade, or otherwise interfere with the delivery of quality cable television services to customers within the District. Provides cable line locates as requested. Conducts, documents, and files annual FCC Leakage Test reports and performs other work in compliance with FCC rules and regulations.
- ** Maintenance: maintains all departmental equipment, tools, records, inventories, facilities and properties, as necessary for proper administration and operation of the department. Responsible for 24/7 response services as necessary to maintain service quality.
- ** Installation: installs new and extended service lines to new and existing customers. Reviews new construction plans for developments within the District to implement District Rules and Regulations governing the installation of new cable service infrastructure and to protect existing infrastructure from damage.
- ** Training: takes reasonable advantage of additional training, education, and industry seminars as necessary to remain current with technology and methods for maintaining cable television services.
- ** Other Duties and Responsibilities: carries out other duties and responsibilities as assigned, or as necessary or incidental to the performance of job duties and the proper management of the Cable Television Department.

MINIMUM QUALIFICATIONS:

- ** High school diploma, GED Certificate, or equivalent, together with technical training and certifications necessary to the proper operation, maintenance, and repair of the District's cable infrastructure, and at least 3 years of relevant work experience related to the technical operations of a cable television system, or an equivalent combination of training and work experience.
- ** Must possess a valid Colorado Driver License, or the ability to obtain a Colorado Driver License within 30 days from the date of employment, and a good driving record.
- ** Must demonstrate job knowledge, proficient job skills, and effective work habits as necessary to the proper performance of job duties, responsibilities, and assignments, including but not limited to the ability to: exercise good judgment; identify and correct workplace problems; foster "team" cooperation in others; learn and apply new knowledge and skills in the workplace; effectively supervise and lead others as necessary to attain workplace goals; plan and organize one's work and workplace to be orderly and safe; be reliable, productive, innovative, and self motivated as necessary to work effectively without close supervision; demonstrate good verbal and written communication skills; attend and be responsive to workplace needs and goals; produce quality work products that are in good order, accurate, and thorough in content and effect; and effectively perform one's work assignments within departmental and budgetary directives.
- ** Must demonstrate personal behavioral characteristics which are conducive to establishing and maintaining harmonious and effective working relationships with others, including, but not limited to the ability: to: adapt to changing workplace conditions; work cooperatively with others; treat others with respect; present an appearance in dress, hygiene, look, and behavior that is appropriate to one's job position, duties, and responsibilities; demonstrate emotional stability in dealing with others; and demonstrate a high standard of personal integrity in all workplace relationships.
- ** Ability to access all properties and buildings in the District for the purpose of inspecting cable television infrastructure; to climb in and out of trenches, crawl spaces, basements, attics, and other confined work areas; and to climb ladders, stairs, and uneven terrain.
- ** Must meet other training, educational, and work experience requirements as specified in the Job Announcement, detailed job descriptions on file in the Cable Television Department, and supplemental information provided during the selection and hiring process.

JOB DESCRIPTION

POSITION TITLE: DISTRICT CLERK-TREASURER

JOB CLASSIFICATION: DISTRICT CLERK-TREASURER

FLSA CLASSIFICATION: EXEMPT

SUPERVISOR: DISTRICT MANAGER

SUPERVISORY RESPONSIBILITIES: NONE

DUTIES:

- ** Secretary for the Board of Directors: attend all Board meetings; prepare and distribute the Board's agenda; maintain, and certify the public record of Board proceedings; publish all legal and public notices, proceedings, resolutions, and other items. Perform Notary Public duties.
- ** Maintain District Records: maintain central files of District records in accordance with state archival guidelines; maintain and revise District rules, regulations, and codes.
- ** District Elections: conduct District elections in accordance with the Colorado Revised Statutes.
- ** Cash Receipts: receive all revenues to all funds; properly credit the revenues to the appropriate accounts; deposit receipts on a timely basis.
- ** Accounts Payable: receive all bills and claims for payment against the District and process the same as authorized by the purchasing authority; assign account codes and issue all warrants in payment of approved bills.
- ** Accounts Receivable: bill all accounts receivable.
- ** Payroll and Benefits: administer all payroll and employee benefits and all associated reports and records.
- ** Warrants Paid: keep a register of all warrants redeemed and paid; properly account payments against accounts paid; keep and maintain a registry of all claims submitted for payment by the District.
- ** Deposits and Investments: deposit all funds in one or more public depositories; ascertain that all deposit accounts are properly identified pursuant to the Public Deposit Protection Act; monitor and project cash flow needs to ascertain that the District has adequate funds available to meet District needs.
- ** Financial Records: maintain proper financial records of all transactions in accordance with generally accepted governmental accounting practices and procedures; render a detailed monthly account of the Treasury.
- ** Reports: prepare monthly reports to the Board which accurately document year-to-date and current monthly expenditures for all funds, including an expenditure comparison to budget line items and total departmental budgets; complete and file various reports as required by Town, State, or Federal governments.
- ** Central Store: maintains central office supply facility to be properly stocked and in a neat and orderly condition.
- ** Notary Public: maintains status as Notary Public for District business purposes and affairs.
- ** Other Duties and Responsibilities: carries out other duties and responsibilities as assigned or necessary for the proper conduct of District business.

MINIMUM QUALIFICATIONS

- ** High School diploma or GED Certificate plus at least five years of work experience in accounting, bookkeeping, public administration, municipal treasurer/clerk office, or an equivalent combination of training and work experience. Must have the ability to become a Notary Public.
- ** Must demonstrate job knowledge, proficient job skills, and effective work habits as necessary to the proper performance of job duties, responsibilities, and assignments, including but not limited to the ability to: exercise good judgment; identify and correct workplace problems; foster "team" cooperation in others; learn and apply new knowledge and skills in the workplace; effectively supervise and lead others as necessary to attain workplace goals; plan and organize one's work and workplace to be orderly and safe; be reliable, productive, innovative, and self motivated as necessary to work effectively without close supervision; demonstrate good verbal and written communication skills; attend and be responsive to workplace needs and goals; produce quality work products that are in good order, accurate, and thorough in content and effect; and effectively perform one's work assignments within departmental and budgetary directives.
- ** Must demonstrate personal behavioral characteristics which are conducive to establishing and maintaining harmonious and effective working relationships with others, including, but not limited to the ability to: adapt to changing workplace conditions; work cooperatively with others; treat others with respect; present an appearance in dress, hygiene, look, and behavior that is appropriate to one's job position, duties, and responsibilities; demonstrate emotional stability in dealing with others; and demonstrate a high standard of personal integrity in all workplace relationships.
- ** Must meet other training, educational, and work experience requirements as specified in the Job Announcement, detailed job descriptions on file in the Administration Office, or supplemental information provided during the selection and hiring process.

JOB DESCRIPTION

POSITION TITLE: DISTRICT MANAGER

JOB CLASSIFICATION: DISTRICT MANAGER

FLSA CLASSIFICATION: EXEMPT

SUPERVISOR: DISTRICT BOARD OF DIRECTORS VIA THE BOARD PRESIDENT

SUPERVISORY RESPONSIBILITIES: RESPONSIBLE FOR THE ADMINISTRATION OF DISTRICT ACTIVITIES, FUNCTIONS, AND POLICIES, AND PROVIDES OVERSIGHT AND SUPERVISION OVER DEPARTMENT HEADS.

DUTIES

- ** Chief Administrative Officer to the Board of Directors: administers the business affairs of the District according to Board policy and the requirements, directives, regulations, and guidelines of the Board and the requirements of applicable laws; carries out all job duties subject to the approval of the District Board of Directors.
- ** Chief Administrative Officer of the District: performs the usual and necessary duties and tasks of the chief administrative officer of a metropolitan district; assigns and directs the work of other employees of the District under his supervision; organizes, reorganizes, and arranges the administrative and supervisory staff, including operational and business affairs, as best serves the District.
- ** Contract Administration: Oversee the advertising, selection, contracting and administration of contracts executed by the Board of Directors, including any grant contracts; recommends professional consultants to the Board; instructs, directs, and confers with professional consultants as necessary and appropriate.
- ** Personnel Administration: has charge of the administration of all departments of the District.
- ** Annual Budget: act as Budget Officer in accordance with the provisions of the Local Government Budget Law of Colorado; work with the Board of Directors to evaluate and finalize the annual budget for the District.
- ** Risk Management: act as the Safety Coordinator as directed by resolution of the Board of Directors; receive, investigate, and process all insurance claims; oversee the expenditure of all insurance funds paid to the Town; oversee the preparation and submittal of the annual applications for Property and Casualty Insurance coverage and for Workmen's Compensation Insurance coverage.
- ** Code Amendment and Enforcement: suggests and drafts amendments to the District rules, regulations, and procedures deemed necessary for the best operations of the District; oversees the enforcement of District Rules and Regulations; advises District employees relative to Code enforcement and the application of Code provisions.
- ** Governmental Cooperation and Communications: act as a liaison for the District Board in establishing and maintaining communications, cooperation, and coordination of efforts between the District and County, State, and Federal agencies.
- ** Other Duties and Responsibilities: carries out other duties as assigned or as necessary for the proper conduct of District business.

MINIMUM QUALIFICATIONS

- ** A Bachelor's Degree in political science, planning, engineering, public administration, business administration, or an equivalent combination of training and work experience is required. A Master's Degree in public administration, business administration, or a closely related field of study is preferred.
- ** Five years work experience in a comparable organization as the Manager, Assistant Manager, or a Department Head with at least three years of supervisory experience; or an equivalent combination of training and work experience is required.
- ** Must possess a valid Colorado Driver License, or able to obtain within 30 days of employment.
- ** Must demonstrate job knowledge, proficient job skills, and effective work habits as necessary to the proper performance of job duties, responsibilities, and assignments, including but not limited to the ability to: exercise good judgment; identify and correct workplace problems; foster "team" cooperation in others; learn and apply new knowledge and skills in the workplace; effectively supervise and lead others as necessary to attain workplace goals; plan and organize one's work and workplace to be orderly and safe; be reliable, productive, innovative, and self motivated as necessary to work effectively without close supervision; demonstrate good verbal and written communication skills; attend and be responsive to workplace needs and goals; produce quality work products that are in good order, accurate, and thorough in content and effect; and effectively perform one's work assignments within departmental and budgetary directives.
- ** Must demonstrate personal behavioral characteristics which are conducive to establishing and maintaining harmonious and effective working relationships with others, including, but not limited to the ability to: adapt to changing workplace conditions; work cooperatively with others; treat others with respect; present an appearance in dress, hygiene, look, and behavior that is appropriate to one's job position, duties, and responsibilities; demonstrate emotional stability in dealing with others; and demonstrate a high standard of personal integrity in all workplace relationships.
- ** Must meet other training, educational, and work experience requirements as specified in the Job Announcement, detailed job descriptions on file in the Administration Office, or supplemental information provided during the selection and hiring process.

JOB DESCRIPTION

POSITION TITLE: FACILITY MAINTENANCE SUPERVISOR

JOB CLASSIFICATION: FACILITY MAINTENANCE SUPERVISOR

FLSA CLASSIFICATION: FLSA NON-EXEMPT

SUPERVISOR: CHIEF PLANT OPERATOR OR AS OTHERWISE ASSIGNED

SUPERVISORY RESPONSIBILITIES: NONE

DUTIES:

- ** Performs skilled work in the installation, maintenance and repair of water and wastewater treatment plant facilities and equipment, including water diversion and distribution facilities and equipment; and wastewater collection facilities and equipment.
- ** Monitors, checks, assists, and performs calibration, fabrication, maintenance and repair work on water and wastewater facilities and equipment, such as pumps, motors, drive systems, blowers, valves, chemical feed systems, compressors, filters, and other elements and appurtenances to such facilities, equipment, and infrastructure.
- ** Supervises, coordinates, and performs maintenance and repair work on District buildings and properties. Inspects facilities, machinery and equipment to determine maintenance needs; schedules preventative maintenance work; supervises contracted maintenance, repair, construction, and remodeling work on District facilities, including determining needs for services, reviewing bids and recommending contractors, and administering service contracts.
- ** Maintains, orders, and stocks materials, supplies, and equipment necessary for the maintenance of District facilities.
- ** Other Duties and Responsibilities: carries out other duties and responsibilities as assigned, including those duties specified in detailed job descriptions on file in the Water and Sanitation Department, or as necessary or incidental to the performance of job duties.

MINIMUM QUALIFICATIONS:

- ** High school diploma or GED Certificate plus at least two years of relevant work experience in the operation and maintenance of similar water or wastewater facilities. Vocational or technical training or a two/four year college degree in a relevant field of study is preferred, but not required.
- ** Must possess a valid Colorado Driver License or be able to obtain a Colorado Driver License within 30 days from the date of hire, and be able to demonstrate a good driving record.
- ** Ability to access all properties, buildings, and facilities of the District; to access and operate trucks, graders, loaders, backhoes, and other equipment; and to climb in and out of trenches, manholes, and other confined work areas; to climb ladders, stairs, and uneven terrain; and to lift, maneuver, and transport up to 70 pound loads.
- ** Must demonstrate proficiency and job knowledge of electrical, mechanical, and building systems necessary to maintain, repair, replace, and modify water, wastewater, and property and building facilities, including component parts of electrical, mechanical, and property and building facilities to keep the same in good condition and proper operation.
- ** Must demonstrate job knowledge, proficient job skills, and effective work habits as necessary to the proper performance of job duties, responsibilities, and assignments, including but not limited to the ability to: exercise good judgment; identify and correct workplace problems; foster "team" cooperation in others; learn and apply new knowledge and skills in the workplace; effectively supervise and lead others as necessary to attain workplace goals; plan and organize one's work and workplace to be orderly and safe; be reliable, productive, innovative, and self motivated as necessary to work effectively without close supervision; demonstrate good verbal and written communication skills; attend and be responsive to workplace needs and goals; produce quality work products that are in good order, accurate, and thorough in content and effect; and effectively perform one's work assignments within departmental and budgetary directives.
- ** Must demonstrate personal behavioral characteristics which are conducive to establishing and maintaining harmonious and effective working relationships with others, including, but not limited to the ability to: adapt to changing workplace conditions; work cooperatively with others; treat others with respect; present an appearance in dress, hygiene, look, and behavior that is appropriate to one's job position, duties, and responsibilities; demonstrate emotional stability in dealing with others; and demonstrate a high standard of personal integrity in all workplace relationships.
- ** Must meet other training, educational, and work experience requirements as specified in the Job Announcement, detailed job descriptions on file in the Water and Sanitation Department, and supplemental information provided during the selection and hiring process.

JOB DESCRIPTION

POSITION TITLE: PUBLIC WORKS DIRECTOR

JOB CLASSIFICATION: PUBLIC WORKS DIRECTOR

FLSA CLASSIFICATION: FLSA EXEMPT

SUPERVISOR: DISTRICT MANAGER

SUPERVISORY RESPONSIBILITIES: SUPERVISES ALL OPERATIONS OF THE WATER AND SANITATION DEPARTMENT.

DUTIES:

- ** Director of the Public Works Department: has general charge of and responsibility for the Water and Sanitation Department and its employees, equipment, facilities, water rights, and activities in accordance with applicable local, state and federal regulations and permits, including the Water Diversions, Treatment and Distribution System; Wastewater Collection and Treatment System; Streets; Parks; and Buildings and Grounds. Participates in all local agency programs affecting the Department.
- ** Management: performs all duties, keeps all records, and has such powers as are necessary for the proper management and operation of the District's wastewater collection and treatment system; domestic water diversions, treatment and distribution system; streets; parks; and District properties, including all matters related to or affecting absolute and conditional water rights held by the District.
- ** Administration: administers and enforces the provisions of the District's Rules and Regulations, and assures that construction complies with the provisions of adopted standards for construction.
- ** Quality Control: Collects all water and wastewater samples as required by State and Federal laws, permits, and/or regulations; arranges for lab testing of samples; and reports test results to the appropriate agency(s).
- ** Maintenance: maintains all departmental equipment, tools, records, inventories, facilities, and properties, as necessary for proper administration and operation of the department.
- ** Property Management: oversees the general operation and maintenance of all District properties, including water rights, and assists the District Manager in the planning, design, scheduling and implementation of capital improvement programs for the District.
- ** Budget and Expenditures: prepares requested annual budgets for the department; authorizes and tracks all expenditures of the department in conformance with approved budgets and budgetary controls.
- ** Supervision: supervise employees of the Water and Sanitation Department in accordance with the provisions of the District's Personnel Policies. Responsible for initiating and administering appropriate training programs for department personnel.
- ** Staff Advisor: attends all District Board meetings and advises the District Manager and the District Board of Directors in all matters related to the operations of the Water and Sanitation Department. Keeps the District Manager apprised of the status of day-to-day operations of the Department. Advises legal counsel, engineers, and District officials relative to the utilization, protection, enhancement, and management of District water rights in the best long range interests of the District.
- ** Other Duties and Responsibilities: carries out other duties as assigned, including those duties specified in detailed job descriptions on file in the Water and Sanitation Department, or as necessary or incidental to the performance of job duties.

MINIMUM QUALIFICATIONS

- ** Bachelor's Degree in an appropriate field of science or engineering plus at least 3 years of supervisory work experience in similar water and wastewater facilities and operations, or an equivalent combination of education, training and work experience, including the ability to manage the District's absolute and conditional water rights portfolio in the best interests of the District. Must demonstrate motivation and ability to acquire necessary water and wastewater certifications within one year from the date of hire.
- ** Must demonstrate job knowledge, proficient job skills, and effective work habits as necessary to the proper performance of job duties, responsibilities, and assignments, including but not limited to the ability to: exercise good judgment; identify and correct workplace problems; foster "team" cooperation in others; learn and apply new knowledge and skills in the workplace; effectively supervise and lead others as necessary to attain workplace goals; plan and organize one's work and workplace to be orderly and safe; be reliable, productive, innovative, and self motivated as necessary to work effectively without close supervision; demonstrate good verbal and written communication skills; attend and be responsive to workplace needs and goals; produce quality work products that are in good order, accurate, and thorough in content and effect; and effectively perform one's work assignments within departmental and budgetary directives.
- ** Must demonstrate personal behavioral characteristics which are conducive to establishing and maintaining harmonious and effective working relationships with others, including, but not limited to the ability: to: adapt to changing workplace conditions; work cooperatively with others; treat others with respect; present an appearance in dress, hygiene, look, and behavior that is appropriate to one's job position, duties, and responsibilities; demonstrate emotional stability in dealing with others; and demonstrate a high standard of personal integrity in all workplace relationships.
- ** Ability to access all properties, buildings, and facilities of the District; to access and operate trucks, graders, loaders, backhoes, and other equipment; and to climb in and out of trenches, manholes, and other confined work areas; to climb ladders, stairs, and uneven terrain; and to lift, maneuver, and transport up to 70 pound loads.
- ** Must meet other training, educational, and work experience requirements specified in the Job Announcement, detailed job descriptions on file in the Water and Sanitation Department, and supplemental information provided during the selection and hiring process.

JOB DESCRIPTION

POSITION TITLE: UTILITY PLANT OPERATOR OR OPERATOR-IN-TRAINING

JOB CLASSIFICATION: UTILITY PLANT OPERATOR OR OPERATOR-IN-TRAINING

FLSA CLASSIFICATION: FLSA NON-EXEMPT

SUPERVISOR: CHIEF PLANT OPERATOR OR AS OTHERWISE ASSIGNED

SUPERVISORY RESPONSIBILITIES: NONE

DUTIES:

- ** Perform heavy physical, manual, clerical, and skilled work in the operation and maintenance of water production and distribution systems and wastewater collection and treatment systems, including equipment, facilities, and infrastructure. Utility Plant Operator-In-Training functions in a training capacity with respect to all job duties and departmental operations.
- ** Monitor, operate, maintain, repair, and install various parts, facilities, and other aspects of the District's water diversion, treatment, and distribution system and the District's wastewater collection and treatment system, including connecting and disconnecting system service lines, recording meter readings, exercise water system valves, and paint and flow-test fire hydrants. Each Operator is expected to achieve competence and functional proficiency in water diversions, treatment, storage, distribution, and systems construction, operations, maintenance, repair, and control; wastewater collection, treatment, discharge, and systems construction, operations, maintenance, repair, and control; laboratory sampling, testing, and equipment maintenance; computer systems operations and software administration; and membership and participation in local, state, and federal organizations related to departmental operations.
- ** Collect and test water and wastewater samples, complete laboratory work requiring basic math skills, adjust water treatment processes based on laboratory results, keep accurate written and computerized records, and share in regular chores such as cleaning and fueling vehicles and snow removal.
- ** Weekend work required depending on scheduling.
- ** Other Duties and Responsibilities: carries out other duties and responsibilities as assigned or as necessary or incidental to the performance of job duties.

MINIMUM QUALIFICATIONS:

- ** High school diploma, GED Certificate, or equivalent.
- ** Vocational or technical training or a two/four year college degree in a relevant field of study is preferred, but not required.
- ** Must possess a valid Colorado Driver License or be able to obtain a Colorado Driver License within 30 days from the date of hire, and be able to demonstrate a good driving record.
- ** Must possess or acquire minimum Colorado Water and Wastewater Treatment Operator Licenses and Collection and Distribution Licenses within a reasonable period.
- ** Ability to access all properties, buildings, and facilities of the District; access and operate trucks, front-end loader, and other equipment; climb in and out of trenches, manholes, and other confined work areas; climb ladders, stairs, and handle uneven terrain at any time of the year; work outdoors at any time of the year; and lift, maneuver, and transport up to 50 pound loads.
- ** Must be able to use hand tools, power tools, utilize computers and be able to learn new software.
- ** Must demonstrate job knowledge, proficient job skills, and effective work habits as necessary to the proper performance of job duties, responsibilities, and assignments, including but not limited to the ability to: exercise good judgment; identify and correct workplace problems; foster "team" cooperation in others; learn and apply new knowledge and skills in the workplace; plan and organize one's work and workplace to be orderly and safe; be reliable, productive, innovative, and self-motivated as necessary to work effectively without close supervision; demonstrate good verbal and written communication skills; attend and be responsive to workplace needs and goals; produce quality work products that are in good order, accurate, and thorough in content and effect; and effectively perform one's work assignments within departmental and budgetary directives.
- ** Must demonstrate personal behavioral characteristics which are conducive to establishing and maintaining harmonious and effective working relationships with others, including, but not limited to the ability to: adapt to changing workplace conditions; work cooperatively with others; treat others with respect; present an appearance in dress, hygiene, look, and behavior that is appropriate to one's job position, duties, and responsibilities; demonstrate emotional stability in dealing with others; and demonstrate a high standard of personal integrity in all workplace relationships. Must be able to maintain a professional attitude and appearance when working with Copper Mountain community members and guests.
- ** Must be willing to submit to a background check.
- ** Reliability and honesty are paramount as this position is responsible for the public's health and safety.

**APPENDIX D
EMPLOYEE PERFORMANCE EVALUATION PROCEDURES**

INSTRUCTIONS

1. The Evaluator is to make every effort possible to give the employee a fair and just evaluation of their overall performance during the past year as their demonstrated behavior warrants. One incident should not completely dominate your entire evaluation of the employee’s performance pattern over the time period being considered; on the other hand, neither should one incident be ignored in the employee’s evaluation because one incident likely evidences an underlying performance problem that is significant. Any given incident may affect the performance score in more than one of the evaluation category and, if so, the Evaluator should account for how any given incident reflects on each performance category related or affected by the incident. It’s your job as the Evaluator to attribute the proper level of significance to any given incident and to properly account for that significance in completing the evaluation form. The aim is to help the employee improve their job performance – which of necessity requires the Evaluator to identify and emphasize instances of poor performance in the evaluation – while at the same time acknowledging the employee’s good performance. This is kind of a balancing act: holding the employee accountable for substandard performance, but not to the extent of failing to giving them credit for above standard performance.
2. The Evaluator completes the Evaluation Form by specifying the appropriate score for performance description that most closely fits your considered opinion as to the employee’s performance under each performance category. In general, the guideline to be followed is:

<u>PERFORMANCE RATING</u>	<u>SCORE</u>
Below-Below Standard (Unacceptable) Performance	- 2
Below Standard Performance	- 1
Standard (Adequate) Performance	0
Above Standard Performance	1
Above-Above Standard (Superior) Performance.....	2

The primary question the Evaluator has to answer is: “Is the Employee’s behavior pattern with regard to the Performance Category unacceptable or superior – or somewhere in between?” The emphasis is on the employee’s manifest behavior – not on what the employee says, but on what the employee does. To help the Evaluator assess employee behavior, the Evaluator is given a series of Descriptive Statements under each Performance Criteria and is obliged to answer “Which Descriptive Statement generally characterizes the Employee’s performance in the workplace?” This Descriptive Statement is meant to generalize what characterizes unacceptable and exceptional performance – and performance levels in between. The degree of how accurately the Descriptive Statement portrays the Employee’s general performance should guide the Evaluator’s evaluation: Pick the Descriptive Statement that most closely matches the employee’s demonstrated behavior; compare the assigned performance level (i.e., unacceptable, below standard, etc.) to your answer to the Primary Question; and assign the score that you sincerely believe best reflects the employee’s performance. You may even assign fractional scores if you believe that an employee’s true performance lies somewhere in between the defined performance levels. If you simply do not have enough information to evaluate an employee’s performance in any given category, enter “NA” so as not to harm or benefit the employee without first-hand knowledge of performance, and do not count any “NA” categories in calculating the Number of Performance Categories and the employee’s Average Evaluation Score.

3. If special training, education, or certification goals were set, or if special, significant work goals were set for the employee to attain, utilize the second section of the evaluation form to describe the goal(s) assigned, describe the employee’s performance in working towards attaining the assigned goal, and select the performance level that best reflects the employee’s performance from assignment to the time of evaluation. If the goal is a “work in progress” and the employee was not expected to attain the goal by the time of evaluation, assign the “goal is a work-in-progress” performance level – leaving the performance evaluation to be concluded when the goal is attained or the time period for attaining the goal lapses. Goal Attainment Value must be approved by the District Manager at the time the goal is established for employee performance expectations in order for the employee to be eligible to receive any adjustment in base pay for attainment of the goal. The attainment and/or maintenance of certifications necessary to meet the minimum qualifications of a job position or of certifications previously attained shall not be eligible for adjustment of base compensation, unless otherwise agreed to by the District Manager.
4. The Evaluator should utilize the Evaluator’s Comments section to commend the Employee for superior performance and to advise the Employee on how to improve their evaluation scores in deficient performance areas. Other comments and observations which the Evaluator believes will be helpful to the Employee should also be included.
5. The Evaluator should calculate the Merit Award for Job Performance, the Total Merit Award for Job Goal Attainment, and the Total Merit Award as specified in Section 3.20 of the Job Classification and Compensation Plan.
6. The Evaluator should meet with the Employee and discuss the Performance Evaluation in detail. The Employee should be given the opportunity to ask questions and seek clarification of any performance issues relative to the Evaluation. The Evaluator may elect to modify any Evaluation Scores initially assessed during the review process. Upon completion of the review session with the Employee, the Evaluator should make a copy of the Employee’s Evaluation, give it to the Employee, and have the Employee sign the original to acknowledge receipt of the final evaluation.
7. The Evaluator shall forward a copy of each Employee’s Performance Evaluation to the District Manager for review and confirmation in accordance with the provisions of the Job Classification and Compensation Plan.
8. The Evaluator shall file copies of each Employee’s Final Performance Evaluation Reporting Form with the District Manager for inclusion in each respective employee’s personnel file.

EMPLOYEE PERFORMANCE EVALUATION GUIDELINES

NAME: _____

DATE: _____

DEPARTMENT: _____

JOB TITLE: _____

EMPLOYEE'S ACKNOWLEDGEMENT OF RECEIPT: _____

SECTION 1: JOB PERFORMANCE CATEGORIES

Score

JOB KNOWLEDGE & SKILLS

- **JOB KNOWLEDGE:** The education and experience necessary for satisfactory job performance.
 - 2 Demonstrates inadequate job knowledge or experience necessary for the satisfactory performance of job duties.
 - 1 Demonstrates below standard job knowledge or experience necessary for the satisfactory performance of job duties.
 - 0 Demonstrates adequate job knowledge and experience necessary for the satisfactory performance of job duties. _____
 - 1 Demonstrates above standard job knowledge and experience necessary for the satisfactory performance of job duties.
 - 2 Demonstrates superior job knowledge and experience necessary for the satisfactory performance of job duties.
- **JOB SKILLS:** The ability to employ job-related tools, crafts, arts, and techniques in work situations.
 - 2 Demonstrates lack of job skills necessary for the satisfactory performance job duties.
 - 1 Demonstrates below standard ability to employ job skills necessary for the satisfactory performance of job duties.
 - 0 Demonstrates adequate ability to employ job skills necessary for the satisfactory performance of job duties. _____
 - 1 Demonstrates above standard ability to employ job skills necessary for the satisfactory performance of job duties.
 - 2 Demonstrates superior ability to employ job skills necessary for the satisfactory performance of job duties.
- **JUDGEMENT:** The ability to make sound and reasonable decisions in the workplace.
 - 2 Demonstrates inability to make sound and reasonable decisions in the workplace.
 - 1 Demonstrates below standard ability to make sound and reasonable decisions in the workplace.
 - 0 Demonstrates adequate ability to make sound and reasonable decisions in the workplace. _____
 - 1 Demonstrates above standard ability to make sound and reasonable decisions in the workplace.
 - 2 Demonstrates superior ability to make sound and reasonable decisions in the workplace.
- **INNOVATION:** The ability to use imagination and creativity to successfully attain job goals.
 - 2 Demonstrates inability to be creative in attaining job goals.
 - 1 Demonstrates below standard ability to be creative in attaining job goals.
 - 0 Demonstrates adequate ability to be creative in attaining job goals. _____
 - 1 Demonstrates above standard ability to be creative in attaining job goals.
 - 2 Demonstrates superior ability to be creative in attaining job goals using available resources.
- **LEARNING:** The ability to perceive, understand, and properly apply new information in the workplace.
 - 2 Demonstrates inability to perceive, understand or properly apply new information in the workplace.
 - 1 Demonstrates below standard ability to perceive, understand or apply new information in the workplace.
 - 0 Demonstrates adequate ability to perceive, understand and apply new information in the workplace. _____
 - 1 Demonstrates above standard ability to perceive, understand and apply new information in the workplace.
 - 2 Demonstrates superior ability to perceive, understand and apply new information in the workplace.
- **ORGANIZATION:** The ability to arrange the workplace and workload to function in an orderly manner.
 - 2 Demonstrates inability to arrange the workplace and workload to function in an orderly manner.
 - 1 Demonstrates below standard ability to arrange the workplace and workload to function in an orderly manner.
 - 0 Demonstrates adequate ability to arrange the workplace and workload to function in an orderly manner. _____
 - 1 Demonstrates above standard ability to arrange the workplace and workload to function in an orderly manner.
 - 2 Demonstrates superior ability to arrange the workplace and workload to function in an orderly manner.
- **TEAM BUILDING:** The ability to foster an attitude in others of working cooperatively with others to attain a common goal.
 - 2 Demonstrates inability to foster an attitude in others of working cooperatively together.
 - 1 Demonstrates below standard ability to foster an attitude in others of working cooperatively together.
 - 0 Demonstrates adequate ability to foster an attitude in others of working cooperatively together. _____
 - 1 Demonstrates above standard ability to foster an attitude in others of working cooperatively together.
 - 2 Demonstrates superior ability to foster an attitude in others of working cooperatively together.
- **PROBLEM SOLVING:** The ability to identify, understand, and correct the cause and effects of work related problems.
 - 2 Demonstrates inability to identify, understand, and correct the cause and effects of work related problems.
 - 1 Demonstrates below standard ability to identify, understand, and correct the cause and effects of work related problems.
 - 0 Demonstrates adequate ability to identify, understand, and correct the cause and effects of work related problems. _____
 - 1 Demonstrates above standard ability to identify, understand, and correct the cause and effects of work related problems.
 - 2 Demonstrates superior ability to identify, understand, and correct the cause and effects of work related problems.
- **BUDGET MANAGEMENT:** The competency to plan, prepare, present, and manage budget matters.
 - 2 Demonstrates incompetence and/or inability to plan, prepare, present, or manage budget matters.
 - 1 Demonstrates below standard competency and/or low ability to plan, prepare, present, or manage budget matters. _____
 - 0 Demonstrates adequate competency and ability to plan, prepare, present, and manage budget matters.
 - 1 Demonstrates above standard competency and ability to plan, prepare, present, and manage budget matters.
 - 2 Demonstrates superior competency and ability to plan, prepare, present, and manage budget matters..

JOB KNOWLEDGE & SKILLS (Continued)

Score

- **LEADERSHIP:** The ability to direct the performance or activities of others to attain organizational goals.
 - 2 Demonstrates inability to direct the performance or activities of others to attain organizational goals.
 - 1 Demonstrates below standard ability to direct the performance or activities of others to attain organizational goals.
 - 0 Demonstrates adequate ability to direct the performance or activities of others to attain organizational goals
 - 1 Demonstrates above standard ability to direct the performance or activities of others to attain organizational goals.
 - 2 Demonstrates superior ability to direct the performance or activities of others to attain organizational goals.
- **PLANNING:** The ability to identify, evaluate and formulate an effective program to fulfill organizational needs.
 - 2 Demonstrates inability to identify, evaluate and formulate effective programs to fulfill organizational needs.
 - 1 Demonstrates below standard ability to identify, evaluate and formulate effective programs to fulfill organizational needs.
 - 0 Demonstrates adequate ability to identify, evaluate and formulate effective programs to fulfill organizational needs.
 - 1 Demonstrates above standard ability to identify, evaluate and formulate effective programs to fulfill organizational needs.
 - 2 Demonstrates superior ability to identify, evaluate, and formulate effective programs to fulfill organizational needs.

WORK HABITS

- **RELIABILITY:** Degree of trustworthiness to accomplish work assignments in a timely, proper, complete, and accurate manner.
 - 2 Demonstrates inability to accomplish work assignments in a timely, proper, complete, and accurate manner.
 - 1 Demonstrates below standard ability to accomplish work assignments in a timely, proper, complete, and accurate manner.
 - 0 Demonstrates adequate ability to accomplish work assignments in a timely, proper, complete, and accurate manner.
 - 1 Demonstrates above standard ability to accomplish work assignments in a timely, proper, complete, and accurate manner.
 - 2 Demonstrates superior ability to accomplish work assignments in a timely, proper, complete, and accurate manner.
- **ATTENDANCE:** Degree of respect for work hours, including “overtime” hours, necessary to job productivity and effectiveness.
 - 2 Demonstrates lack of respect for work hours necessary for satisfactory job productivity and effectiveness.
 - 1 Demonstrates below standard respect for work hours necessary for satisfactory job productivity and effectiveness.
 - 0 Demonstrates adequate respect for work hours necessary for satisfactory job productivity and effectiveness.
 - 1 Demonstrates above standard respect for work hours necessary for satisfactory job productivity and effectiveness.
 - 2 Demonstrates superior respect for work hours necessary for satisfactory job productivity and effectiveness.
- **ORDERLINESS:** Degree of the proper and harmonious arrangements of work processes, work products, and workplace.
 - 2 Demonstrates inability to properly and harmoniously arrange work processes, work products, or workplace.
 - 1 Demonstrates below standard ability to properly and harmoniously arrange work processes, work products, or workplace.
 - 0 Demonstrates adequate ability to properly and harmoniously arrange work processes, work products, and workplace.
 - 1 Demonstrates above standard ability to properly and harmoniously arrange work processes, work products, and workplace.
 - 2 Demonstrates superior ability to properly and harmoniously arrange work processes, work products, and workplace.
- **SAFETY:** Degree of care for the security of self and other persons from harm, injury or danger in the workplace.
 - 2 Demonstrates uncaring attitude for the security of self or others from harm, injury or danger in the workplace.
 - 1 Demonstrates below standard degree of care for the security of self or others from harm, injury or danger in the workplace.
 - 0 Demonstrates adequate degree of care for the security of self or others from harm, injury or danger in the workplace.
 - 1 Demonstrates above standard degree of care for the security of self or others from harm, injury or danger in the workplace.
 - 2 Demonstrates superior degree of care for the security of self or others from harm, injury or danger in the workplace.
- **INITIATIVE:** Degree of ability and self motivation “to do what needs to be done” to advance workplace goals.
 - 2 Demonstrates inability or no self motivation “to do what needs to be done” to advance workplace goals.
 - 1 Demonstrates below standard ability and self motivation “to do what needs to be done” to advance workplace goals.
 - 0 Demonstrates adequate ability and self motivation “to do what needs to be done” to advance workplace goals.
 - 1 Demonstrates above standard ability and self motivation “to do what needs to be done” to advance workplace goals.
 - 2 Demonstrates superior ability and self motivation “to do what needs to be done” to advance workplace goals.
- **PERSERVERANCE:** Degree of ability to persist in working to attain work goals in the face of discouragement or opposition.
 - 2 Demonstrates inability to persist in working to attain work goals in the face of discouragement or opposition.
 - 1 Demonstrates below standard ability to persist in working to attain work goals in the face of discouragement or opposition.
 - 0 Demonstrates adequate ability to persist in working to attain work goals in the face of discouragement or opposition.
 - 1 Demonstrates above standard ability to persist in working to attain work goals in the face of discouragement or opposition.
 - 2 Demonstrates superior ability to persist in working to attain work goals in the face of discouragement or opposition.
- **PRODUCTIVITY:** Degree of ability to yield useful or favorable work results within a reasonable time period.
 - 2 Demonstrates inability to yield useful or favorable work results within a reasonable time period.
 - 1 Demonstrates below standard ability to yield useful or favorable work results within a reasonable time period.
 - 0 Demonstrates adequate ability to yield useful or favorable work results within a reasonable time period.
 - 1 Demonstrates above standard ability to yield useful or favorable work results within a reasonable time period.
 - 2 Demonstrates superior ability to yield useful or favorable work results within a reasonable time period.
- **SUPERVISION:** Degree of ability to properly use managerial communications, instructions, and policies to advance workplace goals.
 - 2 Demonstrates inability to use managerial communications, instructions, and policies to advance workplace goals.
 - 1 Demonstrates below standard ability to use managerial communications, instructions, and policies to advance workplace goals.
 - 0 Demonstrates adequate ability to use managerial communications, instructions, and policies to advance workplace goals.
 - 1 Demonstrates above standard ability to use managerial communications, instructions, and policies to advance workplace goals.
 - 2 Demonstrates superior to use managerial communications, instructions, and policies to advance workplace goals.

WORK HABITS (Continued)

- **COMMUNICATIONS:** Degree of ability to effectively exchange ideas and information through speech and writing..
 - 2 Demonstrates inability to effectively exchange ideas and information through speech and writing .
 - 1 Demonstrates below standard ability to effectively exchange ideas and information through speech and writing.
 - 0 Demonstrates adequate ability to effectively exchange ideas and information through speech and writing.
 - 1 Demonstrates above standard ability to effectively exchange ideas and information through speech and writing.
 - 2 Demonstrates superior ability to effectively exchange ideas and information through speech and writing.
- **RESPONSIVENESS:** Degree of ability to promptly and effectively react to work related communications.
 - 2 Demonstrates inability to promptly and effectively react to work related communications.
 - 1 Demonstrates below standard ability to promptly and effectively react to work related communications.
 - 0 Demonstrates adequate ability to promptly and effectively react to work related communications.
 - 1 Demonstrates above standard ability to promptly and effectively react to work related communications.
 - 2 Demonstrates superior ability to promptly and effectively react to work related communications.

QUALITY OF WORK PRODUCTS

- **NEATNESS:** Degree to which work products are clean, trim, tidy, and in good order.
 - 2 Work products are unacceptable in regard to being clean, trim, tidy, and in good order.
 - 1 Work products are below standard in regard to being clean, trim, tidy, and in good order.
 - 0 Work products are adequate in regard to being clean, trim, tidy, and in good order.
 - 1 Work products are above standard in regard to being clean, trim, tidy, and in good order.
 - 2 Work products are superior in regard to being clean, trim, tidy, and in good order.
- **THOROUGHNESS:** Degree to which work products are comprehensive, detailed, and complete.
 - 2 Work products are unacceptable in regard to being comprehensive, detailed, and complete.
 - 1 Work products are below standard in regard to being comprehensive, detailed, and complete.
 - 0 Work products are adequate in regard to being comprehensive, detailed, and complete.
 - 1 Work products are above standard in regard to being comprehensive, detailed, and complete.
 - 2 Work products are superior in regard to being comprehensive, detailed, and complete.
- **ACCURACY:** Degree to which work products are in exacting conformity to factual reality or quality standard.
 - 2 Work products are unacceptable in that they fall far short of exacting conformity to factual reality or quality standard.
 - 1 Work products are below standard in regard to exacting conformity to factual reality or quality standard.
 - 0 Work products are adequate in regard to exacting conformity to factual reality or quality standard.
 - 1 Work products are above standard in regard to exacting conformity to factual reality or quality standard.
 - 2 Work products are superior in regard to exacting conformity to factual reality or quality standard.

WORKING RELATIONSHIPS

- **COMPATIBILITY:** Degree of ability to establish and maintain harmonious working relationships with others.
 - 2 Demonstrates inability to establish and maintain harmonious working relationships with others.
 - 1 Demonstrates below standard ability to establish and maintain harmonious working relationships with others.
 - 0 Demonstrates adequate ability to establish and maintain harmonious working relationships with others.
 - 1 Demonstrates above standard ability to establish and maintain harmonious working relationships with others.
 - 2 Demonstrates superior ability to establish and maintain harmonious work relationships with others.
- **ADAPTABILITY:** Degree of ability to adjust to changes in the workplace.
 - 2 Demonstrates inability to adjust to changes in the workplace.
 - 1 Demonstrates below standard ability to adjust to changes in the workplace.
 - 0 Demonstrates adequate ability to adjust to changes in the workplace.
 - 1 Demonstrates above standard ability to adjust to changes in the workplace.
 - 2 Demonstrates superior ability to adjust to changes in the workplace.
- **COOPERATION:** Degree of ability to work and act together with other persons towards the attainment of work goals.
 - 2 Demonstrates inability to work or act together with other persons towards the attainment of work goals.
 - 1 Demonstrates below standard ability to work or act together with other persons towards the attainment of work goals.
 - 0 Demonstrates adequate ability to work or act together with other persons towards the attainment of work goals.
 - 1 Demonstrates above standard ability to work or act together with other persons towards the attainment of work goals.
 - 2 Demonstrates superior ability to work or act together with other persons towards the attainment of work goals.
- **COURTESY:** Degree of ability to exhibit polite behavior towards and respect for other persons.
 - 2 Demonstrates inability to exhibit polite behavior towards and respect for other persons.
 - 1 Demonstrates below standard ability to exhibit polite behavior towards and respect for other persons.
 - 0 Demonstrates adequate ability to exhibit polite behavior towards and respect for other persons.
 - 1 Demonstrates above standard ability to exhibit polite behavior towards and respect for other persons.
 - 2 Demonstrates superior ability to exhibit polite behavior towards and respect for other persons.
- **APPEARANCE:** The quality of impression portrayed to others due to the appropriateness of one’s dress, hygiene, look, and mannerisms.
 - 2 Portrays slovenly impression to others due to inappropriate dress, hygiene, look, or mannerisms.
 - 1 Portrays below standard impression to others due to less than appropriate dress, hygiene, look, or mannerisms.
 - 0 Portrays adequate impression to others due to adequate dress, hygiene, look, and mannerisms.
 - 1 Portrays above standard impression to others due to above standard dress, hygiene, look, and mannerisms.
 - 2 Portrays superior impression to others due to the appropriateness of dress, hygiene, look, and mannerisms.

WORKING RELATIONSHIPS (Continued)

Score

- **EMOTIONAL STABILITY:** The nature of one’s thinking, behaving, or reacting when under tension or stress.
 - 2 Demonstrates inability to think, behave, or react effectively in times of tension or stress.
 - 1 Demonstrates below standard ability to think, behave, or react effectively in times of tension or stress.
 - 0 Demonstrates adequate ability to think, behave, or react effectively in times of tension or stress.
 - 1 Demonstrates above standard ability to think, behave, or react effectively in times of tension or stress.
 - 2 Demonstrates superior ability to think, behave, or react effectively in times of tension or stress.
- **INTEGRITY:** Degree of behavioral adherence to high ethical standards of forthrightness and honesty in work relationships.
 - 2 Demonstrates inability to adhere to high ethical standards of forthrightness and honesty in work relationships.
 - 1 Demonstrates below standard ability to adhere to high ethical standards of forthrightness and honesty in work relationships.
 - 0 Demonstrates adequate ability to adhere to high ethical standards of forthrightness and honesty in work relationships.
 - 1 Demonstrates above standard ability to adhere to high ethical standards of forthrightness and honesty in work relationships.
 - 2 Demonstrates superior ability to adhere to high ethical standards of forthrightness and honesty in work relationships.

FULFILLMENT OF JOB DUTIES AND RESPONSIBILITIES

- **FAITHFUL PERFORMANCE:** Degree to which an employee complies with the full scope of their job duties and responsibilities.
 - 4 Overall, demonstrates inability to adequately comply with the full scope of their job duties and responsibilities.
 - 2 Overall, demonstrates below standard ability to adequately comply with the full scope of their job duties and responsibilities.
 - 0 Overall, demonstrates adequate ability to adequately comply with the full scope of their job duties and responsibilities.
 - 2 Overall, demonstrates above standard ability to adequately comply with the full scope of their job duties and responsibilities.
 - 4 Overall, demonstrates superior ability to adequately comply with the full scope of their job duties and responsibilities.

TOTAL JOB PERFORMANCE EVALUATION SCORE

NUMBER OF JOB PERFORMANCE CATEGORIES USED

AVERAGE JOB PERFORMANCE EVALUATION SCORE

Calculate the AVERAGE PERFORMANCE EVALUATION SCORE by dividing the TOTAL PERFORMANCE EVALUATION SCORE by the NUMBER OF PERFORMANCE CATEGORIES USED in completing the employee’s performance evaluation.

JOB PERFORMANCE AWARD

Calculate the JOB PERFORMANCE AWARD by multiplying the AVERAGE JOB PERFORMANCE EVALUATION SCORE by the 3% MERIT FACTOR and recording the mathematical result as a percentage figure.

SECTION 2: PERFORMANCE RELATED TO JOB GOAL ATTAINMENT

NOTE: Attach additional pages as necessary, using the specified formats, to document Performance Related to Job Goal Attainment.

Have job goals been set relative to obtaining new certifications, training, job skills, education, or work assignments which benefit the District and which increase the employee’s value in the employment market? YES NO If NO, skip to the next section to complete the Employee Performance Evaluation. If YES, complete the following goal descriptions and performance evaluations, attaching additional sheets if necessary to document the employee’s attainment of such goals.

DESCRIPTION OF GOAL 1: _____

DESCRIBE EMPLOYEE’S PERFORMANCE IN ATTAINING THE GOAL: _____

Score

AVERAGE JOB PERFORMANCE EVALUATION SCORE: _____

AUTHORIZED PERCENTAGE VALUE ASSIGNED FOR GOAL ATTAINMENT _____

GOAL ATTAINMENT AWARD

Calculate the GOAL ATTAINMENT AWARD by multiplying the AVERAGE JOB PERFORMANCE EVALUATION SCORE times the AUTHORIZED PERCENTAGE VALUE and entering the mathematical result as a percentage for GOAL ATTAINMENT AWARD. For an employee to receive any GOAL ATTAINMENT AWARD, the employee must attain a TOTAL JOB PERFORMANCE EVALUATION SCORE of at least 0 points.

TOTAL GOAL ATTAINMENT AWARD

Calculate the TOTAL GOAL ATTAINMENT AWARD by adding together the GOAL ATTAINMENT AWARD for each Job Goal listed, and entering the mathematical result as a percentage for TOTAL GOAL ATTAINMENT AWARD.

MERIT AWARD

Calculate the MERIT AWARD by adding the JOB PERFORMANCE AWARD and the TOTAL GOAL ATTAINMENT AWARD and entering the mathematical result as a percentage for MERIT AWARD.

